



State of Louisiana
Division of Administration
Office of State Uniform Payroll

July 7, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-01

TO: All ISIS HR Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Calendar Year 2011 OSUP Pay Period Table (Revised 7/1/2010) &
OSUP Calendar

This memo replaces OSUP Memorandum #2010-19 to correct the AFS posting date for the 7/1/2011 payday. ISIS HR tables have been corrected to reflect the new posting date, so budget projection reports now reflect the correct number of pay periods (26) for FY 2011. Please discard all previously printed 2011 Pay Period tables and replace with the table revised 7/1/2010.

Attached are the 2011 Office of State Uniform Payroll (OSUP) processing table & calendar which cover the payroll periods from January 2011 through December 2011 and includes the following information:

Table (revised 7/1/2010):

- a. Pay Period number
- b. Pay Period From & To dates
- c. Check Date
- d. Insurance Month

Note: 07/29/2011 & 12/30/2011 check dates will be free of semi-monthly deductions.

- e. AFS Posting dates (regular payroll)

Note: Check date 07/01/2011 will be posted to AFS on 07/01/2011 rather than the normal Wednesday posting.

Check date 12/02/2011 will be posted to AFS in November (11/30/2011)

Calendar:

- a. Payday
- b. Pay Checks free of Semi-Monthly Deductions
- c. Pay Period End Dates
- d. State Holidays

These documents, as well as calendars for prior years can be found at:

http://www.doa.louisiana.gov/osup/osup_calendars.htm.

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Postings for off-cycle payments are not included on the table since these postings may occur on a daily basis. Off-cycle payments will be posted in the evening on the next business day after the date of the payment. Any questions concerning the information on these attachments may be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

Jodi Bullock	342-5345	Brandy Boyd	342-5354
Desiree Jefferson	342-5377	Angel Vernon	342-5344
Michelle Richmond	342-5357		

APH:ACV/ral

Attachments: [OSUP Pay Period Table \(2011\)](#), revised 7/1/2010
[OSUP Calendar \(2011\)](#)